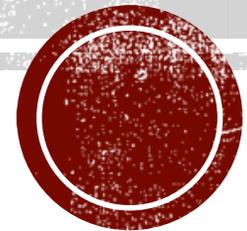


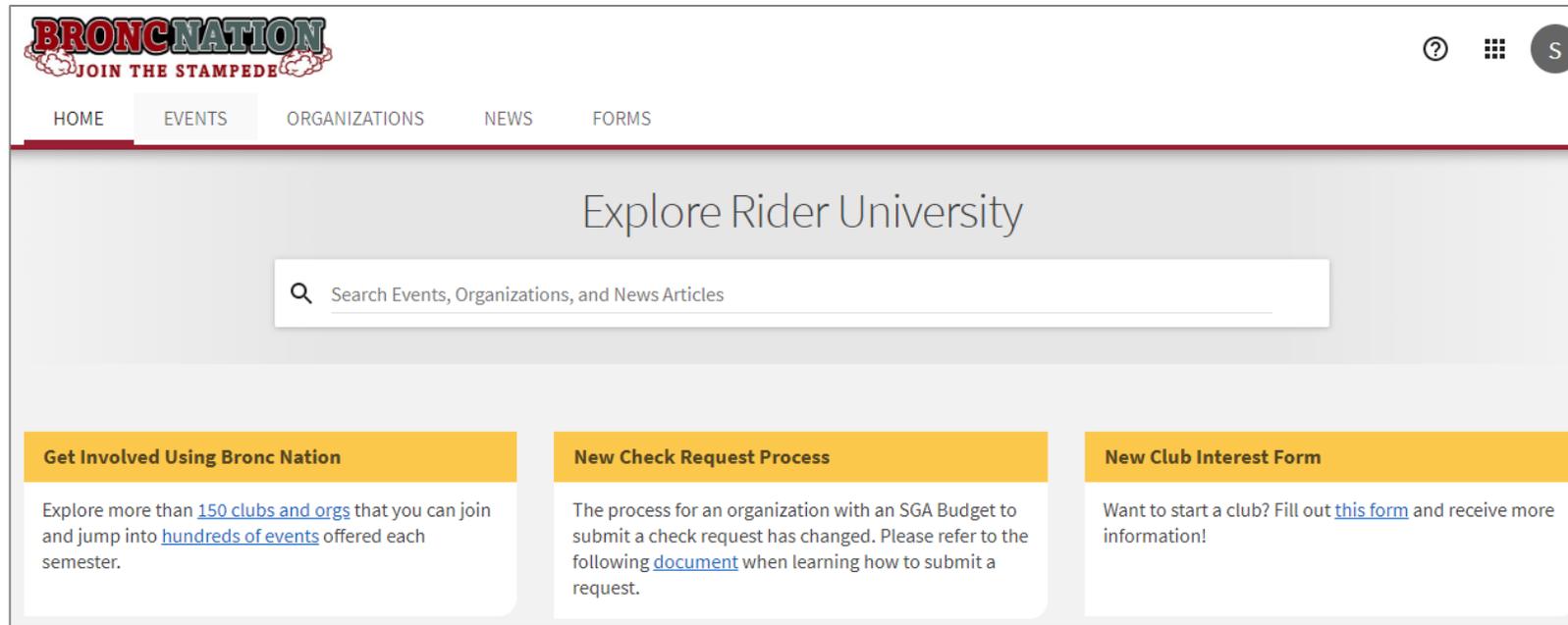
TRACKING STUDENT ATTENDANCE AT EVENTS YOU ADVERTISE IN BRONCNATION



Step-by-step instructions on using a swipe card reader to track student attendance at your event.

Log in to BroncNation using your Rider Key

- Go to <https://broncnation.rider.edu>
- Log in with your Rider Key to access the Home page:

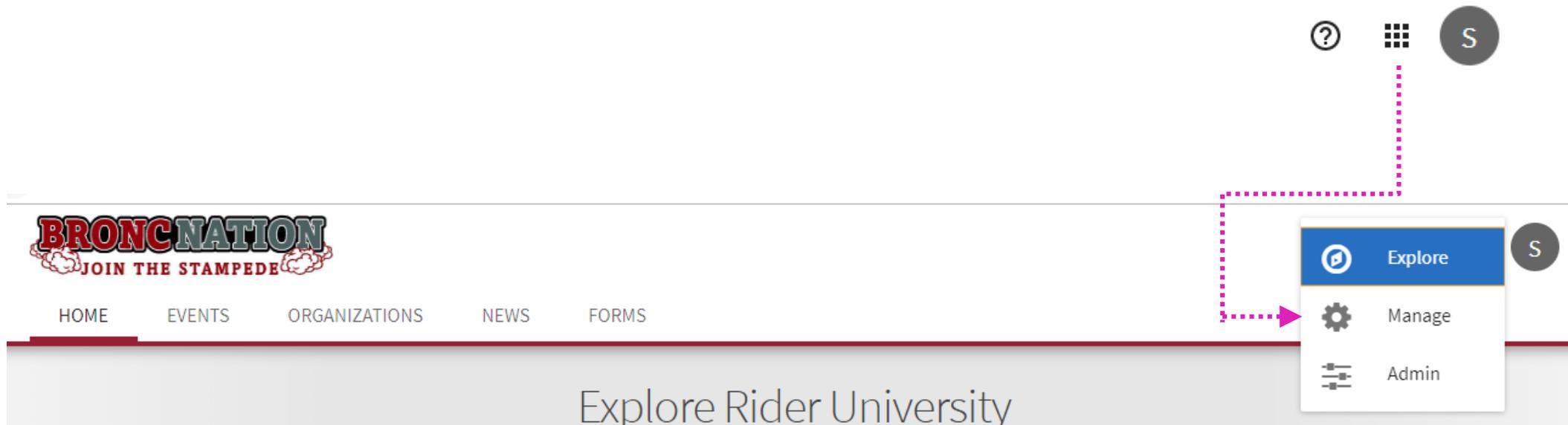


The screenshot shows the BroncNation website home page. At the top left is the logo for BRONCNATION with the tagline "JOIN THE STAMPEDE". To the right of the logo are three icons: a question mark, a grid, and a circle with the letter 'S'. Below the logo is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main heading is "Explore Rider University". Below the heading is a search bar with the placeholder text "Search Events, Organizations, and News Articles". There are three featured content boxes with yellow headers:

- Get Involved Using Bronc Nation**: Explore more than [150 clubs and orgs](#) that you can join and jump into [hundreds of events](#) offered each semester.
- New Check Request Process**: The process for an organization with an SGA Budget to submit a check request has changed. Please refer to the following [document](#) when learning how to submit a request.
- New Club Interest Form**: Want to start a club? Fill out [this form](#) and receive more information!



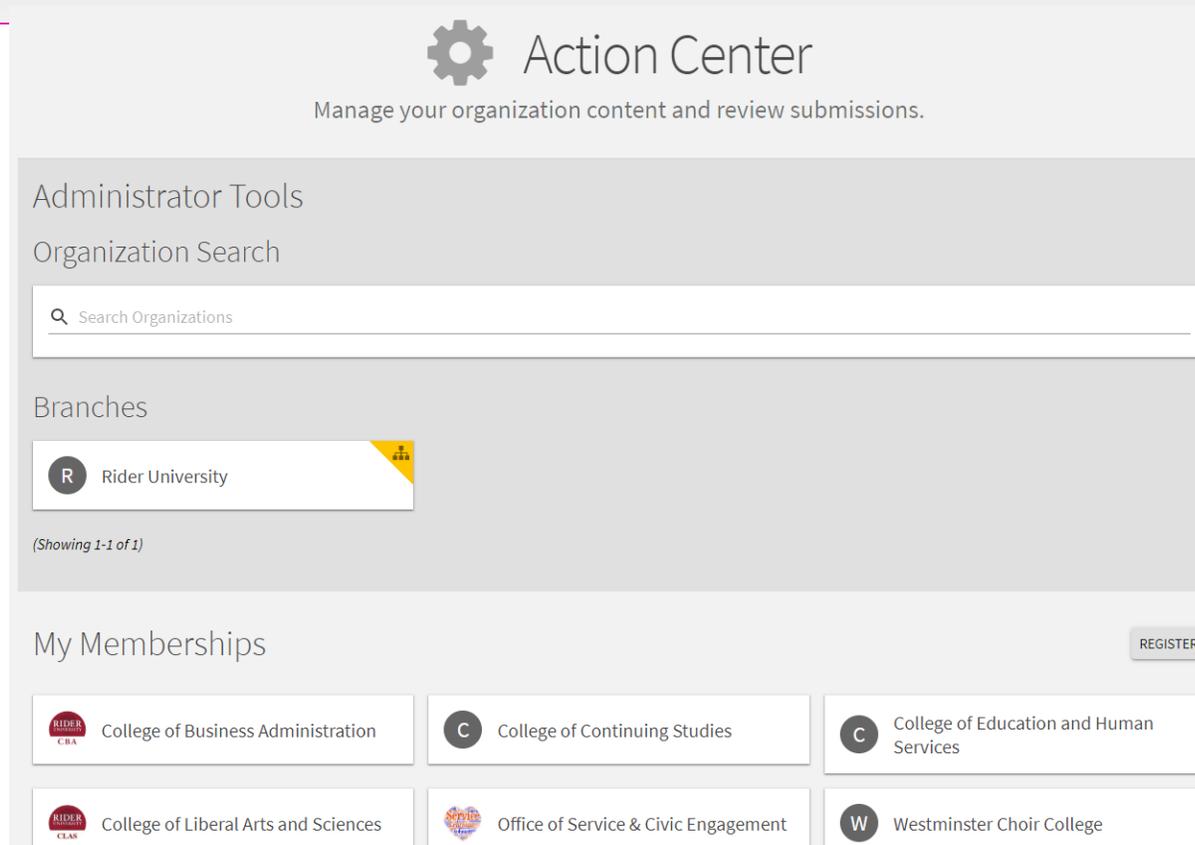
Click on the grid icon and select “ Manage”



Tip: If you do not see the Manage button please contact Allie Koury, kourya@rider.edu, for assistance.



In the Action Center you will see a section called My Memberships. Select the button for your organization/college/school/department.



The screenshot displays the 'Action Center' interface. At the top, there is a gear icon and the text 'Action Center' with the subtitle 'Manage your organization content and review submissions.' Below this, there are sections for 'Administrator Tools', 'Organization Search' (with a search bar containing 'Search Organizations'), and 'Branches' (showing 'Rider University'). The 'My Memberships' section is highlighted with a pink arrow pointing from the text above. It contains a grid of membership options, each with a logo and name: 'College of Business Administration', 'College of Continuing Studies', 'College of Education and Human Services', 'College of Liberal Arts and Sciences', 'Office of Service & Civic Engagement', and 'Westminster Choir College'. A 'REGISTER' button is located in the top right corner of the 'My Memberships' section.

TIP: You must have created an event form previously in order to use a swipe card reader for it. See the tutorial, Create an Event in BroncNation, for instructions on how to create an event.



You will be directed to your organization's BroncNation page



☰ College of Continuing Studies



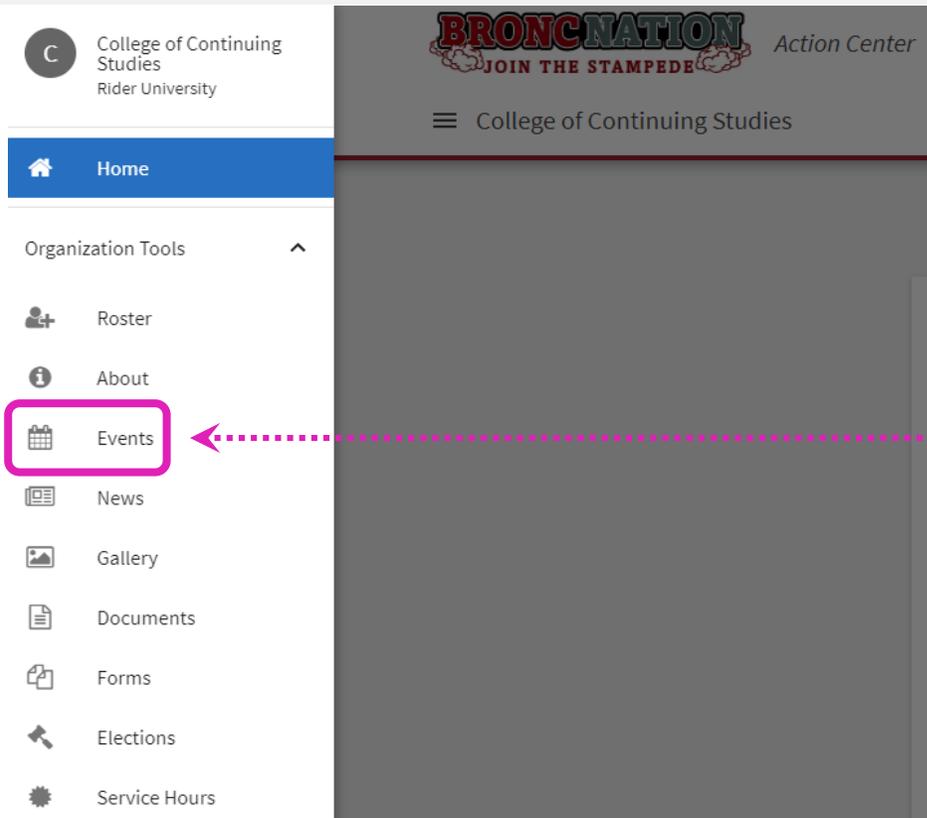
College of Continuing Studies

9 Members

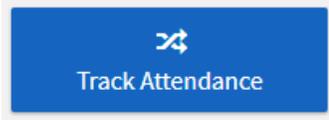
Primary Contact: Boris Vilic



In the upper left corner select the ' ≡ ' symbol to open the left menu, then select Events.



FIND THE EVENT YOU CREATED

- On the Manage Events page, select the event from the list of those that have been previously approved.
 - You may filter by Approved or Canceled events
 - You may filter Status by Current, All, or Past events
 - You may use the search box to find your event.
- Once you select the event desired, scroll towards the bottom of the page and click on  .



TRACK ATTENDANCE PAGE

- The Track Attendance page will provide you with information for the specific event you selected:

The screenshot displays the 'Track Attendance' interface for an event titled 'Sandy's Test Event'. At the top right, there are two buttons: a red 'EXPORT' button with a download icon and a blue '+ ADD ATTENDANCE' button. Below these, four statistics are shown in a grid: '0 INVITEES', '0 ATTENDED', '0 ABSENT', and '0 EXCUSED'. A 'Swipe Access Code' section contains a text input field with the value 'EJE8XB6' and a copy icon. To the right of the input field is the text 'Swipe page: <https://broncnation.rider.edu/swipe>'. At the bottom left, the text 'Attendees' is visible, indicating the start of a list of participants.



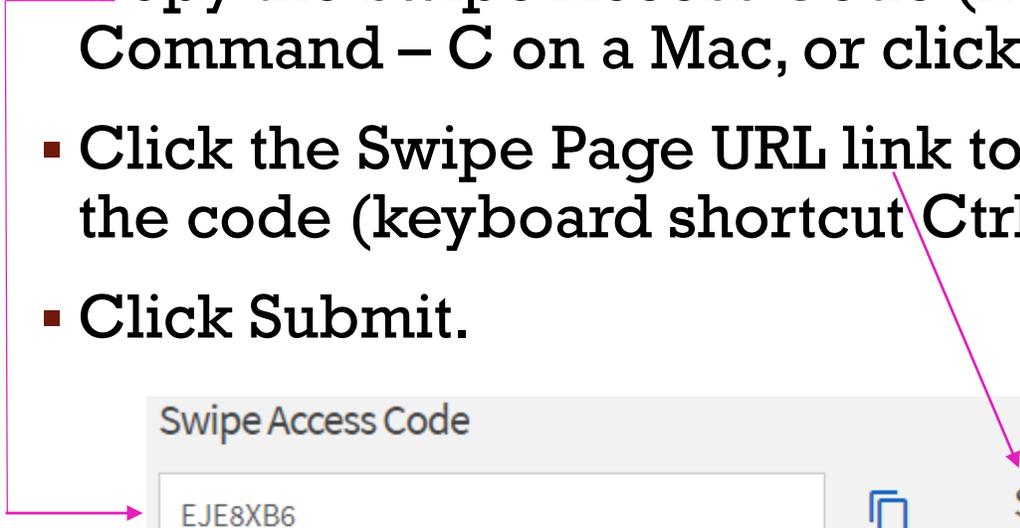
SWIPE ACCESS CODE

- In the middle of the page there will be a unique Swipe Access Code and a URL
- Copy the Swipe Access Code (keyboard shortcut Ctrl - C on PCs, Command - C on a Mac, or click )
- Click the Swipe Page URL link to open a window where you will paste the code (keyboard shortcut Ctrl-V on PCs, Command-V on a Mac.)
- Click Submit.

Swipe Access Code

EJE8XB6 

Swipe page: <https://broncnation.rider.edu/swipe>



USING A SWIPE CARD READER AT YOUR EVENT

- Contact Naquasia Ramsey-Sheppard to request to use a swipe card reader.
- Connect the USB reader to your computer's USB port.
- You can now begin swiping Bronc IDs.
- Test the swiper using your own Bronc ID card.
- After you swipe, the system will display either Success or Error.
- A list of swipers will populate on the Track Attendance page.
- An unrecognized user indicates that the card ID does not match an ID assigned to an Engage User – someone who is a member in BroncNation.

Laila Iddin-Howard (iddinhowar@rider.edu)	Attended	Absent	Excused	NA
Unrecognized User (williamsk@rider.edu)	Attended	Absent	Excused	NA



AFTER YOUR EVENT (OR THE NEXT DAY)

- Because we have a limited number of swipe card readers on campus, please return your borrowed reader as soon as possible to Naquasia Ramsey-Sheppard in room BLC 118.
 - It is 3:00 p.m. and your event ends. What do you do with the reader?
 - If your event ends before normal business hours, usually 5:00 p.m., please return the card reader to Naquasia Ramsey-Sheppard as soon as possible.
 - Someone else may need to use the card reader that evening.
 - It is 9:30 p.m. and your event ends. What do you do with the card reader?
 - If your event ends after normal office hours, safeguard the card reader overnight.
 - The next morning, return the card reader to Naquasia as soon as possible.



PURCHASE A SWIPE CARD READER

Purchasing a swipe card reader has advantages:

- It is very inexpensive
- It is much more convenient for you

If you host many events throughout the year, it is nice to have one at the ready when you need it.

- Purchase one from Amazon.com for your department to use:
 - https://www.amazon.com/MSR90-Magnetic-Credit-Reader-Deftun/dp/B01DUB4GVO/ref=sr_1_3?ie=UTF8&qid=1505312174&sr=8-3&keywords=MSR90+Card+Swipe+Reader



QUESTIONS OR PROBLEMS?

- For questions about using a swipe card reader for your event, please contact Naquasia Ramsey-Sheppard for assistance at ramseyshepn@rider.edu or 609-896-5000 x7128
- For questions about using BroncNation in general please contact Allie Koury for assistance at kourya@rider.edu or 609-896-5000 x7106
- For questions about the Engaged Learning Program please contact Sandy Ober for assistance at ober@rider.edu or 609-896-5000 x7055

